PHILIP MORRIS USA

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Senior Management Personnel

DATE: March 15, 1993

FROM: Fred J. Laux

SUBJECT: **Philip Morris USA Management Meeting**

You are invited to attend a Philip Morris USA Management Meeting scheduled for March 31 - April 2, 1993. The meeting will be held at Westfields International Conference Center located just south of Dulles Airport on Route 28. The address is as follows:

Westfields International Conference Center
14750 Conference Center Drive
Chantilly, VA 22021
(703) 818-0300

Plan to arrive at the conference center by 5:00 p.m. on Wednesday and depart approximately 1:00 p.m. on Friday. Dress for the meeting will be business casual.

Arrangements have been made with the Philip Morris (New York) Travel Department to assist with the travel for this meeting. New York Office personnel are requested to make their travel reservations through New York Travel. Philip Morris USA Travel in Richmond will be used by all other attendees.

Please call Anne Marie Justice at (800) 457-6872 or (804) 274-7700 no later than March 25, 1993 so that she may coordinate your travel arrangements.

Ground transportation will be provided to and from the hotel. These arrangements will be communicated at a later date.

Please find a questionnaire attached that will assist us in taking care of your arrangements. Please complete as instructed and return to Dan Dumouchelle by March 22, either by mail (Richmond, O/C-A1W) or fax (804) 274-4876. The Travel Department will book your requested air and ground arrangements and confirm them to you. Should you require further information, please call Michael Morrison at (804) 274-3610 or Dan at (804) 274-2836.

Thank you for your cooperation in this request. We look forward to hearing from you.

FJL/ag
Attachment

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